

# HINA MANOJ

## PROFILE

Dedicated and detail oriented with Strong creative and analytical skills.  
Ability to listen attentively and solve problems efficiently.

## SKILLS

- Independent worker
- Well organised
- Patient
- Problem-Solving
- Strong Communication

## EDUCATION

### DIPLOMA IN FASHION DESIGNING

Indus University

2018 - 2024

### BACHELOR OF COMMERCE

Govt College of Commerce&Economic

2014 - 2017

### INTERMEDIATE IN COMMERCE

Trinity Girls College

2012 - 2013

### MATRICULATION IN COMMERCE

St.Patricks Girls High School

2012 - 2002

## EXPERIENCE

### FABRIC PRINT DESIGNER

Freelance

March 2023 - Present

### CLIENT SERVICE EXECUTIVE

Steps Ahead Private Limited

August 2017 - July 2018

- Shortlist candidates for upcoming job positions
- Schedule interviews and Manage Employment process
- Maintain client records

### CUSTOMER SUPPORT REPRESENTATIVE

Eplanet Communications

May 2017 - November 2017

- Answer calls ,provide information about company's products
- Maintain customer records and account details
- Follow communication guidelines, policies and procedures

### ENGLISH TEACHER

Mama Baby Care Cambridge School

January 2017 - June 2017

- Maintain student records , attendance , weekly tests , exam scoring
- Preparing lessons and organise classroom activities
- Build relationship with parents to update them on student progress